

POSITION ANNOUNCEMENT

POSITION: **Administrative Support Assistant - Transportation**

SALARY RANGE: **\$28,988 - \$40,582 GRADE: 60**

DESCRIPTION OF WORK:

Lee County is seeking qualified applicants for the fulltime position of Administrative Support Assistant in the County of Lee Transit Office (COLTS). The employee assists in the management of COLTS through administrative and technical work in coordinating and overseeing transporting of elderly, low-income, and disabled residents, students and the general public to and from various human service agency offices, medical facilities, shopping areas, education and employment. Work involves establishing cost efficient transportation routes, scheduling requests for transportation, maintaining a variety of records and reports through established Microsoft Excel and Access applications. The employee exercises independent judgment in determining proper transportation routes and maintenance of vehicles. Work is performed under the supervision of the Transportation Coordinator of the County of Lee Transit System.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from high school and experience in commercial transportation operations, customer service and/or public relations as well as **proficiency** in Windows and Microsoft Office computer applications; or equivalent combination of experience and training. **SPECIAL REQUIREMENT: Possession of a valid North Carolina driver's license and a safe driving record.**

APPLICATION PROCESS:

Applications may be obtained from and returned to the Human Resources Office, 408 Summit Drive /PO Box 1968, Sanford, NC 27331. Applications must be received no later than 5PM on April 22, 2015. Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities.